

APPLICATION FOR ETHICAL APPROVAL

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity. Please see Checklist for details of process for different categories of application.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		Sophie Williams			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student	☐
Faculty/School/Centre:		Centre of Childhood, Youth and Education Canolfan Plentyndod, Ieunectyd a Addysg			
Campus:		Caerfyrddin / Carmarthen			
E-mail address:		2105369@student.uwtsd.ac.uk			
Contact Telephone Number:		No need to fill			
For students:					
Student Number:		2105369			
Programme of Study:		Addysg a Gofal Blynnyddoedd Cynnar: Statws Ymarferydd Blynnyddoedd Cynnar			
Director of Studies/Supervisor:		Glenda Tinney			

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
			Date	
If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☒		
	Faculty Research Committee	☐		
	Other (write in)	☐	Tutor- Glenda Tinney	

SECTION C: Internal and External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
BERA Ethical Guidelines for Educational Research 2018	☒

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒	
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration.					
Institution					
Contact person name					
Contact person e-mail address					
Has this individual consented to sharing their details on this form?	YES	☐	NO	☐	
Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
Is your research externally funded	YES	☐	NO	☐	
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
	Employed	YES	☐	NO	☐
Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)	If YES then the permission question below does not need to be answered.	YES	☐	NO	☐
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐

Where research activity is carried out in collaboration with an

external organisation

Does this organisation have its own ethics approval system?	YES	☐	NO	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Accessibility for children with autism in a mainstream setting		
Proposed start date:	September 3rd 2022	Proposed end date:	July 18th, 2023
Introduction to the Research (maximum 300 words) The purpose of the research activity is to find out how accessible mainstream is for autistic children. The purpose of the research question is to gather further evidence to see if mainstream is accessible for children with autism. This is designed for a non-specialist audience. During this research the aim and objectives are to provide evidence gathered by using questionnaires and interviews from teachers and learning support officers from different authorities and backgrounds. While doing this researched it was noticed that there is not as much information out there for early years and primary children with autism however there was a number of information on secondary schools. The research will bring a wealth of knowledge by giving a teachers perspective and information on how accessible mainstream is and what teachers and Learning support officers feel needs to be done in order to improve mainstream for Autistic children. This research will address in more depth how teachers and learning support officers feel about inclusion and if mainstream is accessible for children with autism.			
Purpose of Research Activity The purpose of the presentation is to identify how accessible mainstream is for children with Autism. Autism also known as ASD is a diagnosis given to a person who has poor social interaction and communication together with impaired social imagination. Autism has a narrow repetitive pattern of activities and interests (Autism Wales 2010). Teaching and what is taught matters because tomorrow's society is being created in school. (Dempsey 2018). All children should have access to education that can enrich everyone (Wood, 2017). Many have a positive experience within a mainstream setting, However not all have the same experience Humphreys 2008 suggests within mainstream schools there is an increased number of pupils with Autistic, this could be because Inclusion is classed as a human right. The success of a school's inclusion is very much dependent on the collective whole school approach, when valuing these pupils' needs, organizations of effective administrators and education, behavioral and classroom control while using multi-agencies of special education services. Gul, Seray, Olcay, Vuran, Sezgin (2016). Due to the research having a lot of information on secondary schools the focused primary research that will be undertaken in the research on how accessible mainstream is for children with autism for primary children. The proposal for this is to do a series of questionnaires and interviews over a number of different authorities with different backgrounds within a primary setting to get a further understanding of how accessible is mainstream for autistic children in primary. (this box should expand as you type)			
Research Question How Accessible is mainstream for children with Autism in an early years and primary setting?			

(this box should expand as you type)

Aims of Research Activity

To gather information from teachers and Learning Support Officers on if mainstream is accessible for children with autism.

To interview participants to gain further information on how they feel mainstream supports children with autism

To identify further work that needs to be done in order to help progress the accessibility of mainstream for children with autism.

(this box should expand as you type)

Objectives of Research Activity

To send out questionnaires to 3 different authorities from different backgrounds which have children within a mainstream setting.

To gather information that can then be critically analysed if and how accessible mainstream is.

To interview teachers and learning support officers from three different authorities and backgrounds to gather information and explore their views on inclusion, and if mainstream is accessible for children with autism. while also gathering information on how it can be improved.

(this box should expand as you type)

Proposed methods (maximum 600 words)

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

During this research the mixed methods approach will be used, this gives both quantitative meaning collecting numerical data and qualitative meaning to understand people's belief more. According to Howe. (2004) qualitative gives a genuine and deeper expressions of beliefs and values that come through while holding a dialogue therefore fostering a description of helpful views more accurately. The two methods used in this research are going to be questionnaire and interview. Questionnaires have been chosen because they can gather large amounts of information while being cost effective, efficient and quick, Lucid (2022) suggests that questionnaires are able to use open and closed questions for research, which enable them to retain both qualitative and quantitative data. Questionnaires will be sent out to the three authorities by email for the authorities to then forward to the school involved, the hope is for the questionnaire to be completed within 2 months by all the authorities, this will enable them to gather the information and form the questions for the interview, this allows to gather a more indepth response when doing the interviews. Interviews have been chosen. According to George. T (2022) that interviews draw a more detailed conclusion by gathering rich information. After the questionnaire is complete this will help write the questions for the interview, this will be a much more lengthy process than the questionnaire because the researcher wants to allow plenty of time for participants to answer. The questionnaire will be held in the schools as after speaking to the authorities they felt it would be less disruption for the school. However there is flexibility if the participant would rather do the interview in another setting that can be arranged. There is no time limit to the interviews USW 2020 states wherever possible researchers should try to

minimise as much disturbance as possible. Interviews will be recorded if the participant allows this it will be recorded using a recording form. However if it is not possible to record then notes will be written.

Before undergoing the research it is important to pilot the research first. The NCCIH 2022 states that piloting is a crucial part in the process of intervention development and testing. This allows them to find any issues within the questionnaire and interview therefore be able to make any adjustments needed for a more accurate result. A pilot study helps test different aspects of the planned methods before the larger research takes place (arian, campbell, cooper and lancaster, 2010).

During this research there are three authorities that have been approached and a discussion has started about being part of the research activity. These authorities are aware the ethics have not yet been approved . These authorities have been chosen due to the fact that one authority has autistic base, one authority has a private mainstream and the other has a poorer area with a number of different cultural differences. After the ethics hopefully approves this there will be a meeting with the authorities and head teachers to discuss the research in depth with what the hopeful findings are and how the research will take place.

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

The three different authorities will be sent emails to complete the questionnaire with interviews taking place within the schools of the different authorities.

(this box should expand as you type)

Research activity outside of the UK

If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.

(this box should expand as you type)

Use of documentation not in the public domain: Are any documents **NOT** publicly available?

NO

☒

YES

☐

If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.

(this box should expand as you type)

SECTION F: Scope of Research Activity

Will the research activity include:	YES	NO
Use of a questionnaire or similar research instrument?	☒	☐
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☐	☒
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☐	☒
Access to personal or confidential information without the participants' specific consent?	☐	☒
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
Investigation of participants involved in illegal activities?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.	☐	☒
Details of any other primary data collection method: (this box should expand as you type)		

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

Who are the intended participants:	YES	NO
Students or staff at the University?	☐	☒
Adults (over the age of 18 and competent to give consent)?	☒	☐
Vulnerable adults?	☐	☒
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
Prisoners?	☐	☒
Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.		
Other – please indicate here: (this box should expand as you type)	☐	☒

Participant numbers and source	
Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
How many participants are expected?	Teacher and LSO over 18 between 200-300 individuals. <i>(this box should expand as you type)</i>
Who will the participants be?	Teachers and Learning support officers <i>(this box should expand as you type)</i>
How will you identify the participants?	The authorities that have been identified and have given their verbal consent to participate within the research. The researcher will work with the authorities lead education officer throughout the research. <i>(this box should expand as you type)</i>

Information for participants:		YES	NO	N/A
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?		☒	☐	☐
Will you tell participants that their participation is voluntary?		☒	☐	☐
Will you obtain written consent for participation?		☒	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?		☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?		☐	☐	☒
Will you tell participants that they may withdraw from the research at any time and for any reason?		☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?		☒	☐	☐
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?		☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?		☒	☐	☐
If NO to any of above questions, please give an explanation				
 (this box should expand as you type)				

Information for participants:	YES	NO	N/A
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☒	☐	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			
a computer source will need to be used inorder to complete the questionnaire.			
(this box should expand as you type)			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.

If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.

Full risk assessment completed and appended?

Yes

☐

No

☒

Risks to participants

For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information

Risk to Participant:

How will you mitigate the Risk to Participant

Participants may feel they can not withdraw and have to complete the questionnaire because others have.

The researcher will follow the Ethics guidance from BERA 2018 stating that all participants should be made clear that they have the right to withdraw at any given time and no one will be judged for not completing the research.

The participants involved may feel stressed and have an impact on their health

The researcher will monitor and communicate with all participants to ensure all or ok with continuing the research. According to NSPCC 2012 the researcher needs to have appropriate checks to ensure the participant is happy to continue.

The interview may worry the participants as they do not want to get a question wrong or be judged for the answer given.

The talk before the research takes place is designed to ensure everyone is okay with all the processes of the research; however the researcher will go over the interview process before starting to ensure all participants are happy to continue. NSPCC 2012 states it should be made clear to all participants before the start of the interview that if there's a question they are not happy with they have the right not to answer and can decide not to take part at any point.

Participant may feel the questionnaire is not anonymous

The researcher will ensure that the participants are happy by explaining how the information is collected and showing how no personal information is gathered.

(this box should expand as you type)

If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities

(this box should expand as you type)

Risks to investigator

For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest

Risk to Investigator:

The researcher could be subjected to comments by the participant that could be unkind with words chosen.

The researcher may suffer physical injury.

The researcher may get upset by the information provided

The researcher will remind the participants of the code of conduct and be reminded to be respectful when unhappy with a question.

The researcher will have a robust risk assessment in place to ensure that appropriate level of internal and external support is available NSPCC 2012.

The researcher will make sure that strategies are in place for if distress occurs during the research Bloomsbury academics 2013.

(this box should expand as you type)

University/institutional risks

For example: adverse publicity, financial loss, data protection

Risk to University: The University's reputation and integrity may be at risk . The university may get bad publicity. The university would have publicity that is negative if the researcher does not comply with the confidentiality and data protection protocol as the researcher is part of the university. <i>(this box should expand as you type)</i>	<i>How will you mitigate the Risk to University:</i> The researcher will make sure that they have read through the protocols for the university and by making sure the research done is to the highest standards BERA 2018. The researcher will ensure they do not criticise the education/ setting or peers in an unprofessional way BERA 2018. The questionnaire will be kept on a university computer which will have a password to access the computer and firewall to further protect the data. The computer will be stored under lock and key in a specialised room for safe keeping of the data.
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Disclosure and Barring Service

If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
Does your research require you to hold a current DBS Certificate?	☐	☒	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback

What de-briefing and feedback will be provided to participants, how will this be done and when?

The participant will receive a copy of the report and will be issued to all authorities involved with a meeting with the head of education for those authorities and head teacher if they wish to, to discuss the finding.

(this box should expand as you type)

Informed consent

Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.

The head of education for the authorities will be given letters of consent, to sign and pass back as well as passing onto the headteacher of the school for their consent, the head teacher will also provide a copy to the teachers and LSO's. The letter of consent will have a detailed approach to the research, involving how long the research will take, the methods used and any data protocol needed. A meeting will be set up to discuss the research project in more detail, with options for any questions to be discussed and any queries or distress to be addressed. The consent letter will have all the details needed on the participants rights during this research, it will also have information on why the participation is important while making sure to word in a way that is not pushing the participant, how the information will be used and who will receive the final report.

BERA 2018 states that researchers need to ensure that all participants understand the process and what is involved in the study and that researchers need to do everything in their power to make this happen. Due to the fact that no personal information will be collected during this research with regards to the data protection act 2018 and therefore no consent for the information is needed.

(this box should expand as you type)

Confidentiality / Anonymity

Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.

The teachers and LSO's name will not be asked for nor will the school worked in, the Authorities name will not be disclosed. According to the UWTSD 2020 the participants' right to privacy is of utmost importance. The interviews done will not be published and meaning that the interviews will be kept confidential.

(this box should expand as you type)

SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (<http://uwtsd.ac.uk/library/research-data-management/>).

Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	YES	NO
<i>"Personal data" means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</i>	☐	☒
If YES, provide a description of the data and explain why this data needs to be collected:		
The film and voice recordings collected could be used to identify individuals recorded.		
<i>(this box should expand as you type)</i>		
Does it involve special category data (as defined by the GDPR)?	YES	NO
<i>"Special category data" means sensitive personal data consisting of information as to the data subjects' – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),</i>	☒	☐
If YES, provide a description of the special category data and explain why this data needs to be collected:		
the category of the special categories is children with disabilities, this data is important to gather because it will give more information and help for children with autism in mainstream		
<i>(this box should expand as you type)</i>		

Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
Manual files (i.e. in paper form)?	☐	☒
University computers?	☒	☐
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
"Cloud" storage or websites?	☒	☐
Other – specify:	☐	☒

For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:

Any note taken during the interview will be kept in a locked safe, in a locked room which no one else can access, the recordings of the interview will be password protected and also in the locked safe in the locked room. This follows the Data protection act 2018 making sure no one has access to confidential information. The video recordings will be put into a password protected folder on a university laptop where by all firewall protection will be upto date and a password will be on the laptop to ensure confidentiality according to the UWTSD 2020 the right to remain anonymous should be respected at all costs unless it has been agreed by all parties.

(this box should expand as you type)

All Data Storage

Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☐	☒
Sharing of data with other organisations?	☐	☒
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☐	☒

If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):

the recordings of the interview will be password protected and also in the locked safe in the locked room where no one can access. following the GDPR 2018 guidance

(this box should expand as you type)

List all who will have access to the data generated by the research activity:

The researcher Sophie Williams named in this form and her tutor Jesscia Pitman

(this box should expand as you type)

List who will have control of, and act as custodian(s) for, data generated by the research activity:

The researcher –Sophie Williams and the tutor Jessica Pitman if required.

(this box should expand as you type)

Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.

The data will be put into a password protected folder on a university laptop where by all firewall protection will be upto date and a password will be on the laptop to ensure confidentiality for upto 6 years before deleting the recording and information.



(this box should expand as you type)

Please indicate if your data will be stored in the UWTSD Research Data Repository (see <https://researchdata.uwtsd.ac.uk/>). If so please explain. (Most relevant to academic staff)

No

(this box should expand as you type)

Confirm that you have read the UWTSD guidance on data management (see <https://www.uwtsd.ac.uk/library/research-data-management/>)

YES

☒

NO

☐

Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding

YES

☒

NO

☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants.

In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's [Research Ethics and Integrity Code of Practice](#)

Signature of applicant:	Sophie Williams	Date: 13th of May 2022
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For STUDENT Submissions:

Director of Studies/Supervisor:	Jessica Pitman	Date:
Signature:		

For STAFF Submissions:

Head of School/Assistant Dean:		Date:
Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Head of School.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.

You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

This form is available electronically from the Academic Office web pages:

<http://www.uwtsd.ac.uk/academic-office/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Ethics Committee** via the Academic Office (pgresearch@uwtsd.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Faculty procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Faculties**. Faculties will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Faculty will refer these to the University Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.

Reference list

Araon, M., Campbell, M. J., Cooper, C. L., & Lancaster, G. A. (2010). 'What is a pilot or feasibility study? A review of current practice and editorial policy'. *BMC Medical Research Methodology*, 10, 67. <https://doi.org/10.1186/1471-2288/10/67>

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BARNARD, J., PRIOR, A. and POTTER, D. (2000) *Inclusion and autism: is it working?* London: National Autistic Society.

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<https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018>
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